

The Maryland-National Capital Park and Planning Commission

TITLE: Printing Specialist

GRADE: T04 CODE: 2325

SERIES: General Administrative Series

DATE: 9/28/89

Definition of Class

Under direction, leads the work of a printing and duplicating operation involving a variety of materials. May provide direction to a small group in running a print shop. Performs other related duties as assigned.

Examples of Important Duties

1. Operates, and may guide others in operating offset printing machines to reproduce letters, forms, pamphlets and booklets from offset places.
2. Establishes standard operating procedures for set up of machines, making proper adjustments and applying chemicals and inks to plates and cylinders.
3. May guide others in proper adjustments in machine and paper for required registration; starts, operates, feeds, regulates and adjusts offset press while in operation.
4. Inspects printed copies to insure satisfactory operation, and makes adjustments.
5. Coordinates the printing of and priority for the processing of material; operating and maintaining equipment related to offset unit.
6. Performs routine inspections and minor repair on equipment.
7. Establishes schedule for the performance of major maintenance and repair.
8. Maintains stock levels of supplies used and reorders when it is necessary.
9. May supervise career and temporary employees assigned to perform printing duties.

Important Worker Characteristics

- A. Good knowledge of (1) duplicating set-ups; (2) Commission activities;* (3) Commission organization;* (4) Commission policies and procedures;* (5) office priorities.

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Important Worker Characteristics (Continued)

- B. Expert skill in operation of (1) duplicating equipment; (2) photocopier; (3) printers; (4) collation devices.
- C. Ability to (1) create a system of operating office procedures; (2) perform routine arithmetic computations; (3) communicate effectively with others to give or receive information; (4) read routine correspondence to determine proper routing; (5) use proper spelling, punctuation, and grammar; (6) proofread typed materials; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

- 1. High school graduation or GED; and
- 2. Three years of experience in printing work; or
- 3. An equivalent combination of education and experience.

Working Conditions

Works in duplicating and printing shop with various inks and printing equipment. Moderate pressure to meet deadlines or handle multiple jobs.